

- ACTION -

POLICY ADVISORY BOARD (PAB) for the Washington County Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program, **July 7th, 2023 7:00 pm** in the Washington County Public Services Building @ 155 N First Avenue, Hillsboro OR 97124. We met in room #120.

POLICY ADVISORY BOARD MEETING MINUTES

The following persons were present:

PAB REPRESENTATIVES:

Banks	*Stephanie Jones
Cornelius	*Eden Lopez
Forest Grove	*Mariana Valenzuela
North Plains	*Trista Papen
Sherwood	*Kim Young
Tigard	*Maureen Wolf
Tualatin	*Bridget Brooks
Wash Co	*Pam Treece
Beaverton	*Javier Mena

*Denotes Primaries

OCD STAFF:

Shannon Wilson, Program Manager
Shaena Johnson, Administrative Specialist II
Lauren Thomas, Housing & Community Development Specialist
Madeline Bonkoske, Housing & Community Development Specialist
Kelvin Valdovinos, Housing & Community Development Specialist
Zach Wimer, Housing & Community Development Specialist
Brian Fogg, Housing Rehabilitation Specialist

1. Call to Order and Attendee Introductions

Board Chair Stephanie Jones called the meeting to order at 7:01 pm. PAB board members and staff introduced themselves.

2. Approval of Minutes, June 8th, 2023

Bridget Brooks MOVED TO APPROVE the June 8th, 2023 MINUTES. Mariana Valenzuela SECONDED. Motion CARRIED. (9 yes, 0 no, 0 abstention).

3. Housing Rehabilitation Policy/LRB Dissolution

Shannon introduced the changes proposed to the board.

The Office of Community Development has worked over the past year to update the Housing Rehabilitation Policy. Your Board most recently approved changes in May 2023 that increased the amount of award for Home Access and Repair for Disabled and Elderly (HARDE) grants and added flexibility to address larger project needs. The Deferred Interest-Bearing Loan (DIBL) program is the other component of the overall Housing Rehabilitation Program. The DIBL program has had a very low application rate for the past three years, due in part to the COVID-19 pandemic. However, applications have still not increased, and staff have been evaluating ways to increase participation. An important difference between the DIBL and HARDE program is that the DIBL program produces program income to the Office of Community Development, which is used to fund additional projects as well as staff costs, through the modest interest rate and eventual repayment of the loans.

New and additional outreach strategies for the DIBL program is a starting point for increasing projects. In addition, updating the approval process for the DIBL program to align more closely with the HARDE program will decrease the length of time from program application to consideration for approval. The policy changes are identified in the redline version of the Housing Rehabilitation Policies included in your packet. They primarily include removal of the Loan Review Board (LRB) function and having decision-making authority for future changes to the Housing Rehabilitation Program Policies rest with your Board rather than needing approval by the PAB and also the Washington County Board of Commissioners.

Removal of Loan Review Board (LRB) function. The Loan Review Board was established in 1980, and over the 43 years since then, the role of the LRB has changed from review of DIBL loans and recommendation to Program Manager for approval to the LRB making the approval decision for DIBL loans. Shortly prior to the COVID-19 pandemic, the Loan Review Board consisted of four individuals who would meet on an ad hoc basis to review loan applications as they were processed by staff. However, the eligibility criteria for the DIBL program is quantitative, based on the federal requirements for the program. The Loan Review Board has not met since 2019 and staff are able to determine eligibility based on the program criteria. Eliminating the LRB streamlines the DIBL application process and maintains the privacy of applicants.

Policy Decision-Making Authority. Updating the Housing Rehabilitation Program Policies to reflect this change in decision-making authority to rest with the Policy Advisory Board aligns this process with those of other departments throughout the County. This change also allows for more efficiency in adapting the Housing Rehabilitation Program to continue to be successful over time. Staff would continue to bring policy changes to your Board as it has in the past, with detail around the need for each change and proposed language. The PAB's decision to approve or disapprove changes would be final.

To make these changes, we have worked with County Counsel to draft the Resolution and Order in your packet. If approved by your Board in draft form, this Resolution and Order, along with the updated Housing Rehabilitation Policies, will be brought before the Board of Commissioners for consideration. This will conclude the updating of the Housing Rehabilitation Policies for the near future, allowing staff to focus on outreach of the DIBL program and implementation of both the DIBL and HARDE programs.

There were some clarifying questions regarding loan approvals, pulling credit reports, and potential scenarios arising that would disqualify an application. They also discussed the applicants right to appeal to the PAB if necessary.

Kim Young MOVED TO APPROVE the Housing Rehabilitation Policy/LRB Dissolution. Bridget Brooks SECONDED. Motion CARRIED. (7 yes, 0 no, 2 abstentions).

4. Miscellaneous And Announcements

Shannon shared some Office of Community Development updates:

OCD Staff will be at the Washington County Fair on July 26th, 27th, & 30th promoting the DIBL, HARDE, City of Hillsboro Rehab, WSE, and the Clean Water Services Septic Program. We will also be recruiting additional contractors.

The CDBG & HOME Application Workshops are coming up on (CDBG) August 21st and (HOME) August 23rd. These are mandatory for all applicants with applications due in October.

We have a calendar of upcoming PAB meetings; we are proposing canceling the August meeting and then have a tentative schedule set up for the September through December meetings outlined for you. September will be the Public Hearing where we will be presenting the CAPER for approval. October will be the HOME-ARP Staff Report presentation.

Kelvin provided an update on the HOME-ARP application process. We had 13 in our workshop presentations on July 26th. We received 2 applications: one for non-congregate shelter and one for supportive services. He met with a potential applicant for supportive services, and he is also hoping to get an additional application for the non-congregate shelter as well. When reviewing the attendees some of the 13 were from the same organization and some were not able to apply due to the in-unit sanitation facility requirement. We noted this requirement eliminated pod village eligibility and other shared sanitation housing option from the application pool. We are reviewing the NCS portion and working with community partners to see where we can adjust for the next funding cycle.

Brian Fogg gave an update on the City of Hillsboro and the Clean Water Services program. We completed 21 individual projects. Grants are increasing from 10k to 15k due to the cost of materials and labor. We completed 21 different projects including roofing, plumbing, electrical, and accessibility. The Office of Community Development was approached regarding the septic assistance program which is designed to connect older septic systems to the city or CWS sewer system. The program may also replace failed septic systems that are not within the 300 feet of existing sewer lines. The program began June 1, 2023, we sent around the FAQ sheet and some additional information. Applicants do have to reside within the Clean Water Services district, so that does exclude a lot of the rural areas of Washington County.

Shannon provided an update regarding some covid related funding referred to as CDBG-CV Funds. The majority of these funds were allocated and awarded by the PAB and have been spent. This was different than our regular funding cycle and at this time we are working with HUD on \$145 thousand of remaining funds. Lauren assisted in clarifying the purpose of these fund was to prevent, prepare for or respond to Covid-19. Currently, we are in a prevention as we are no longer in a health emergency. We need to focus on economic distress. We are exploring the opportunity to tie the remaining fund to one of the awardees of the HOME-ARP funding. Staff is working to ensure we can justify how the funds are allocated while honoring the purpose of the grant.

Shannon thanked everyone for coming in for the live meeting. We will see everyone again live for presentations in January.

Stephanie Jones adjourned the meeting at 7:47